

Seven Mills Primary School

Job Description

Job Title: Headteacher

Reporting to: The Governing Body/The Local Education Authority

The Headteacher is required to carry out the professional duties identified below, subject to the conditions of employment as set out in School Teachers' Pay and Conditions Document. This job description should be read in conjunction with the National Standard for Headteachers (2015) which defines the high standards for all Headteachers within a self-improving school system.

Core Purpose

The headteacher will provide vision and leadership for the school so that it continues to provide the best possible education for every child. The headteacher will promote the school's stated ethos of inclusion, fairness and the celebration of diversity.

Key Responsibilities

Strategic direction and shaping the future

- To make strategic plans for the future, having regard to:
 - Budget projections;
 - Maintaining and improving pupil achievement;
 - Changes in the school's individual context;
 - Wider social and political changes that may impact on the school;
- To take into account the views of governors, parents, the Local Authority and other stakeholders when making strategic plans.
- To communicate strategic plans to all stakeholders.
- To work collaboratively with the Local Authority to ensure there are adequate pupil places for the community served by the school.
- To work collaboratively with other headteacher colleagues in response to national educational restructure, in such a way that future provision at the school will continue to be of the highest standard.

Leadership

- To lead the school by example, modelling the school's ethos and values at all times;
- To communicate the school's vision and ethos effectively to all stakeholders;
- To inspire and enable staff to work to the highest possible standards.
- To identify and take advantage of opportunities for personal professional development.

Teaching and Learning

- To monitor the quality of teaching and learning throughout the school;
- To ensure that the school's curriculum is engaging, relevant and complies fully with statutory requirements, including those of any future national curriculum reviews;
- To set high expectations and challenging targets for all staff and pupils;
- To model high quality teaching and learning;
- To lead school improvement work, planning reflectively and ensuring effective delivery and review of school improvement initiatives.
- To report regularly and accurately to governors on the quality of teaching and learning.

Staff Management and Development

- To ensure that the school has an appropriate staffing structure, with clear delegation of roles and responsibilities, and in consultation with governors to review and implement any necessary changes to the staffing structure;
- To recruit and retain high quality staff;
- To manage staff performance sensitively and effectively;
- To manage the continuing professional development of all staff;
- To address any staff underperformance in a timely manner, acting fairly, consistently and in line with agreed policies and procedures in order to improve any unsatisfactory performance.
- To model and promote respectful and supportive working relationships between members of staff.

Managing systems and resources

- To agree and set appropriate priorities for expenditure, always working within 'best value' principles;
- To ensure that the school budget is administered and monitored accurately;
- To review regularly the school's organisational systems, including the use of information and other technologies;
- To ensure that the school has effective safeguarding systems in place for pupils and staff, including those systems relating to staff recruitment, child protection and combatting pupil radicalisation;
- To ensure that the school is fully compliant with all health and safety regulations, and that the best possible working environment is maintained for pupils and staff.
- To identify and undertake new capital development (building) work as necessary, and to oversee the effective and efficient project management of these works.

Accountability

- To ensure that all staff responsibilities are clearly defined, and that staff understand how and for what they are held accountable.
- To share information with the governing body, working closely with governors so that they can fulfil their duties to both challenge and support the school.
- To ensure that information is shared with parents and carers about the achievements of the whole school and individual pupils.
- To undertake effective school self-evaluation.
- To ensure that information about school effectiveness is shared clearly and coherently with the Local Authority, Ofsted and any other external agencies to whom the school may be accountable.

Community

- To nurture links within the broader community, including business partners, local religious and other community groups.
- To support community cohesion by ensuring that the school is a place where different groups within the community work together towards shared goals.
- To reflect and celebrate the diversity of the school community.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Review

This job description will be reviewed annually and may be amended to ensure that the needs of the pupils in school are being met or to reflect any changes in the role.